



## BRT Group - Human Resources Policy Manual

<b>Policy Title:</b>	Leaves of Absence (without Pay and with Pay)	<b>Policy Number:</b>	4.2
<b>Effective Date:</b>	May 1, 2017	<b>Revision Number: Replaces:</b>	New Policy
<b>Prepared By:</b>	Human Resources	<b>Approved By:</b>	President

### 4.2.1 Leave of Absence without Pay

It is Company Policy to consider fairly and objectively each request for leave of absence. A leave of absence is without pay. Employees must first use any vacation allowance before being considered for a leave of absence.

Except in cases of sickness or emergency, requests for leave of absence will be considered on a first come first serve basis. BRT Group reserves the right to grant or decline leaves of absence depending upon business conditions at the time of the request.

In consideration of whether to grant a leave of absence, the Company will consider the following factors:

- the department's needs at the time of the request;
- the Company's ability to meet client requirements if the leave is approved;
- the purpose of the leave;
- the employee's previous leaves of absence;
- the employee's overall work performance, punctuality and attendance;
- the employees' length of service with the Company;
- the number of employees seeking leave for the same period.

A request must be made in writing.

### 4.2.2 Benefits during Leaves of Absence without Pay

Continuation of benefits for the leave of absence must be sought in advance of applying for the leave of absence. If not approved, the leave will be without benefit coverage. If approved, the



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Company will continue benefit coverage for a period of up to 40 days, provided the employee pays their share of premiums (if any) and our insurer approves the coverage for this time frame.

### 4.2.4 Approval for Leaves of Absence

A leave of absence must be approved by the President. To avoid paying termination and / or severance pay if the employee does not return to work after the leave is over, a written agreement must be created detailing all the terms and conditions which would apply should the employee not return to work. This written agreement should be signed by both the employee and the President. A failure to return to work after this date will be considered a voluntary resignation of employment from the Company.

### 4.2.4 Funeral / Bereavement Leave

Two days off with pay will be granted for funerals of immediate family members (spouse, mother, father, son, daughter, brother or sister). One day off with pay will be granted for funerals or other family members (grandparents, uncles, aunts, and in-laws).

Funeral / Bereavement Leave days may be taken from the day of death of the family member or the following day depending on the circumstances and whichever the employee chooses. The leave is granted for the purpose of arranging and / or attending the funeral. Under no circumstance may any leave be saved and taken later in the year.

BRT Group will also grant leave (without pay) to enable the fulfillment of established religious practices and for observances by employees.





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### 4.2.5 Maternal / Parental Leave

BRT Group observes all Provincial regulations for maternity, parental and related leaves. Ask your Human Resources representative for more information.

### 4.2.6 Integration with the Employment Standards Act

BRT recognizes and accommodates any government mandated leaves of absence programs. Our leave of absence and paid absence policies fully integrate with these programs. Should there be a conflict at any time with regards to the provisions of a government mandated program, those provisions will prevail to the extent of any potential inconsistency. Employees may be required to provide the Company with reasonable evidence in advance, where possible, in support of such a leave and in accordance with government regulations mandating these absences.

Employees are required to notify the Company as soon as possible of time taken for Personal Emergency Leave. Any paid time off or paid leave provided under Company policy is included in, and will be reduced from, the ten (10) days of Personal Emergency Leave that may be allowed under the Employment Standards Act (as amended).